DA 5211 (DA MV 3) Rev. 08/08

DAILY VEHICLE LOG

AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

STATE OF LOUISIANA DIVISION OF ADMINISTRATION

Property Tag Number				Serial Number	Serial Number					License Plate	Month	Year		
PA HS Make Model N N N				odel	Model Year				DO NOT INCLUDE INSURANCE COSTS					
Beginning Odometer: Gallons Date Trip Ending Reading Trip Mileage of Fuel			Fuel Cost	Maint. & Repair Costs (Detail on	Other Costs (detail on Reverse Side)	Down Days	Driver Initials	Location where trips began; all points visited (unless did not leave state property grounds); where trip ended; purpose of trip (meeting, site visit, etc.)						
Date	Trip Ending Reading	Trip Mileage	Oi i uci		Reverse Side)	,	, -			, , , , , , ,				
	Fig. 1 Decelies													
	Final Reading				-									
MONTHLY TOTALS									TOTAL EXPENSES FOR MONTH ▶					
OPERATO	E RECORD REFLECTS R'S INITIALS BY EACH SON SIGNING THE REF	ENTRY (POOL CA	ARS) OR, FO	R PERSONALLY AS	SSIGNED VEHICLES,	THE DRIVER'S SIGNA	TURE. TH		SIGNATURE OF	ASSIGNED DRIVER (IF APPLICABLE)				
	O WORKING DAY OF EA									ST ETHOOT				

SEE REVERSE SIDE

TITLE

		SE	RVICE REPOI	RT						
DATE	VENDOR	ODOMETER	NATURE OF REPAIR/REPLACEMENT SERVICE (Include oil, filter changes; greasing, tire, battery replacement)		COS	COSTS				
		READING			PARTS	LABOR				
						<u> </u>				
						<u> </u>				
						<u> </u>				
	OTHER COSTS		SAFETY INSPECTION							
DATE	TYPE OF TRANSACTION	AMOUNT	• CHECK FLUID LEVELS BEFORE LONG TRIPS • TURN SIGNALS, BRAKE LIGHTS AND BRAKES • HEADLIGHTS (FOR NIGHT TRAVEL) • GAUGES FOR FUEL AND ENGINE STATUS • TIRE INFLATION AND CONDITION							
				WIPER OPERATION (FOR WET WEATHER TRAVEL) LOOSE ITEMS WHICH MAY BECOME POTENTIAL PROJECTILES BEHIND DRIVER						
				HOUSEKEEPING, ESPECIALLY IN DRI						
	TOTAL O	THER COSTS:	\$							
COMMEN	TS: (General condition of vehicle, maintenance needs.	Report safety con	cerns to superv	isor or responsible person)						